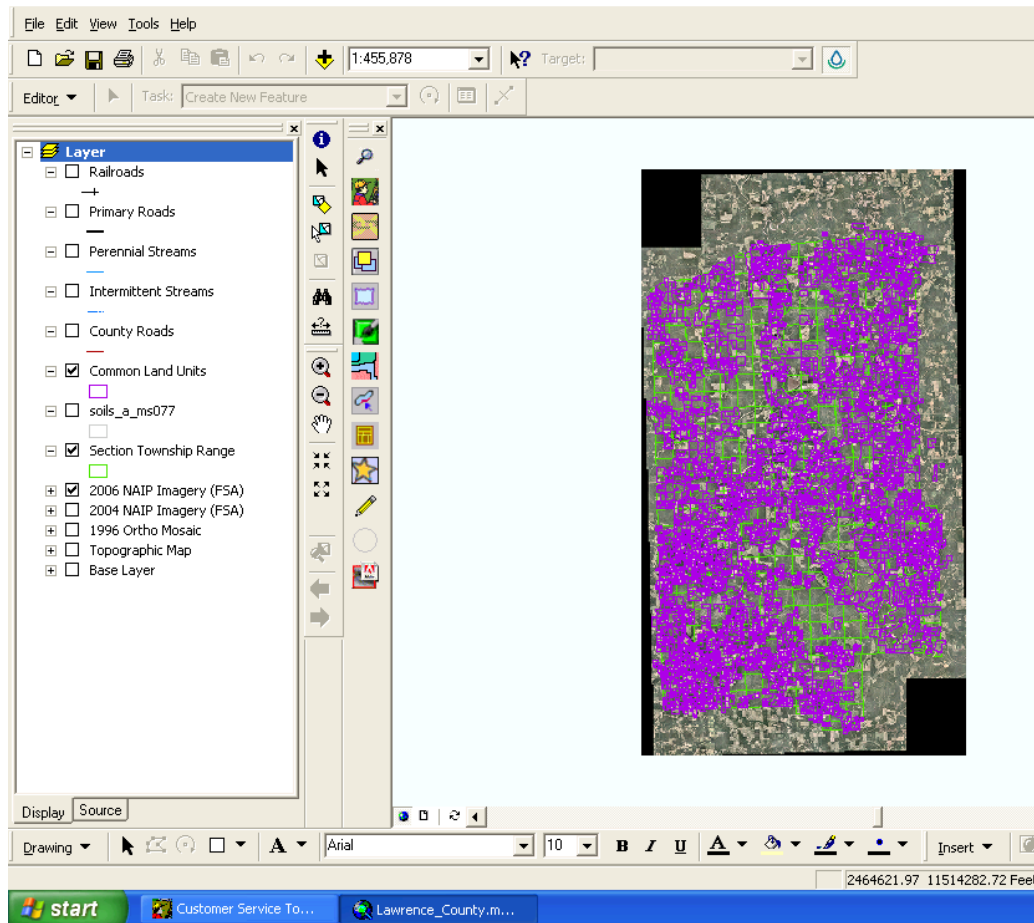


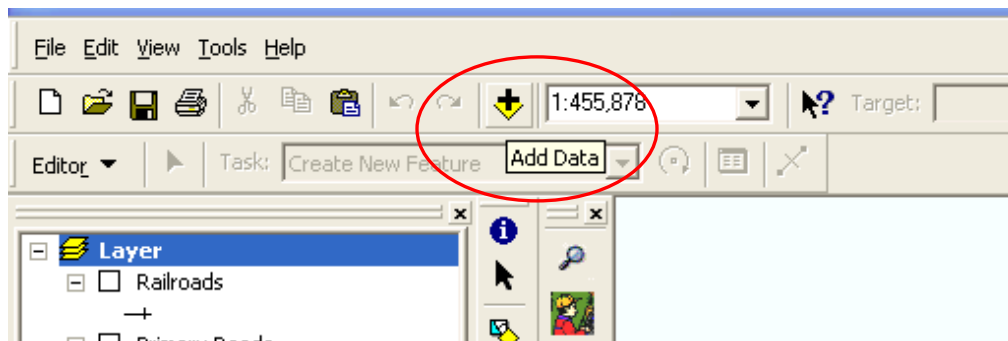
Instructions for completing the Cultural Resources Review Form, MS-CR-1

ADDING CULTURAL RESOURCE DATA TO YOUR COUNTY TEMPLATES:

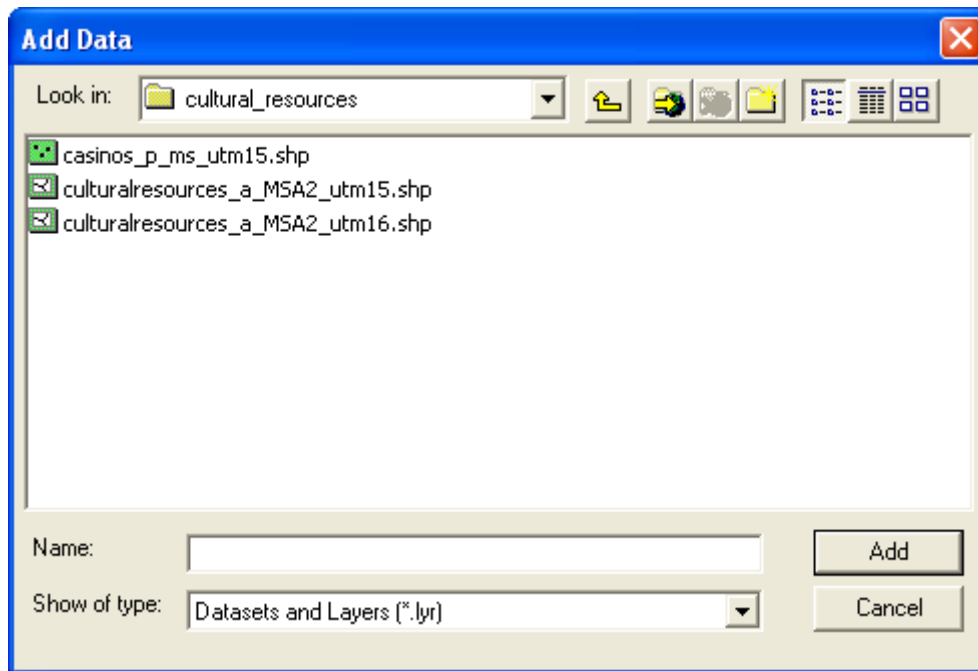
1) Open your County template – you can use any customer or a read only. Make sure your template is current and the one being used by everyone in your office.



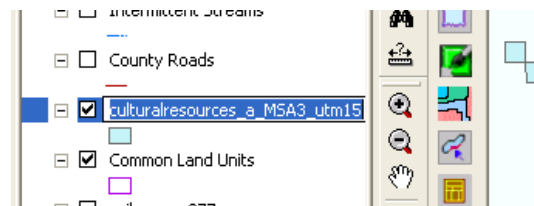
2) Go to **ADD DATA**



3) Add the file for the Known Archeological Sites Section Grid. This file will be found on the server in the following location: **F:\geodata\cultural_resources**
The “**MSA2**” portion of the file name in the example refers to **Area 2**.

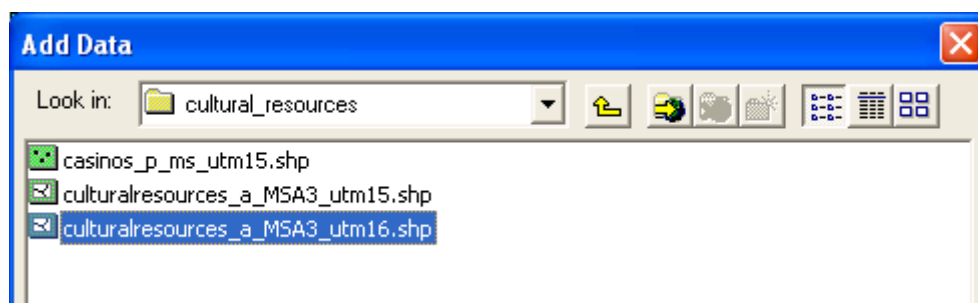


Optional: Change the name in the table of contents (TOC) to “Archeological Sites Section Grid” by clicking once, wait a second and click a second time; by clicking on the map layer once, then again until it highlights blue inside the name box (as shown below), then type in “Archeological Sites Section Grid – (UTM Zone)”.

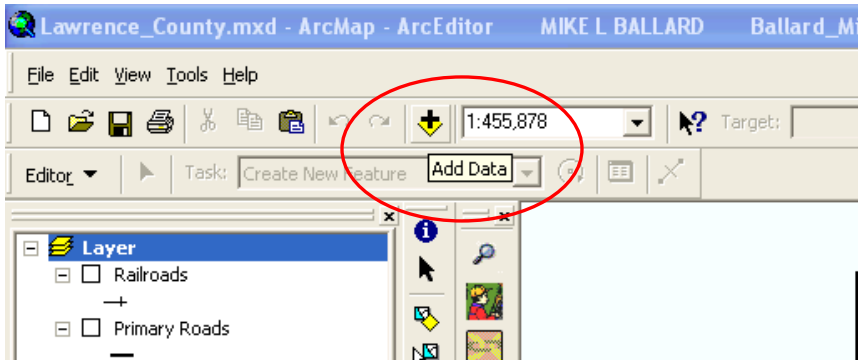


3A) For those counties that are on the UTM split, you will need to add both UTM Zone 15 and UTM Zone 16 Known Archeological Site Section Grid.

Counties with UTM splits: *Carroll, Desoto, Grenada, Holmes Lawrence, Madison, Marion, Panola, Rankin, Simpson, Tallahatchie, Tate, Walthall, and Yazoo.*

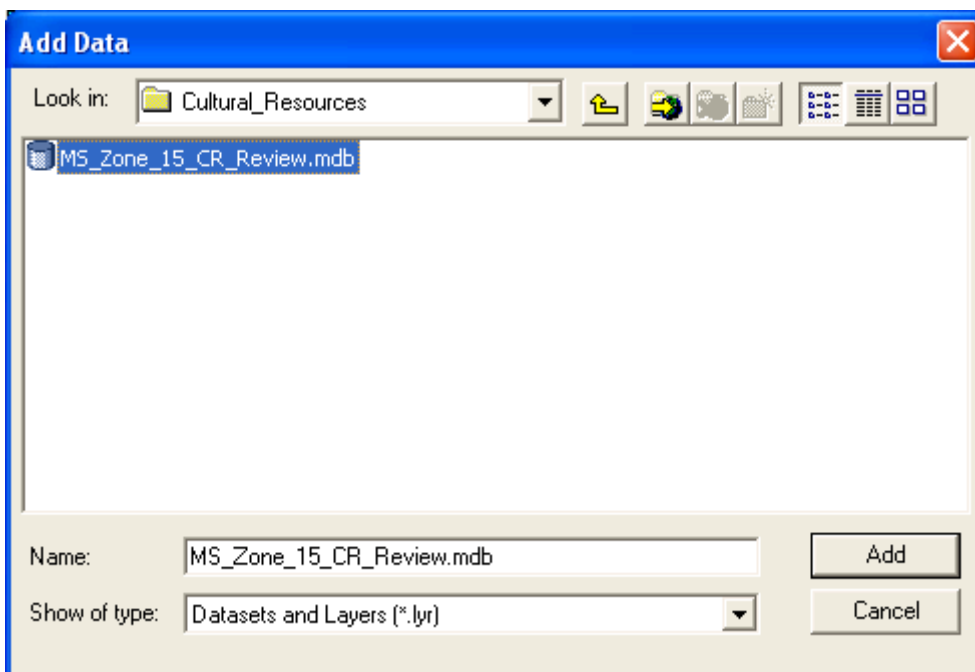


4) Now Add the Cultural Resources Geodatabase.

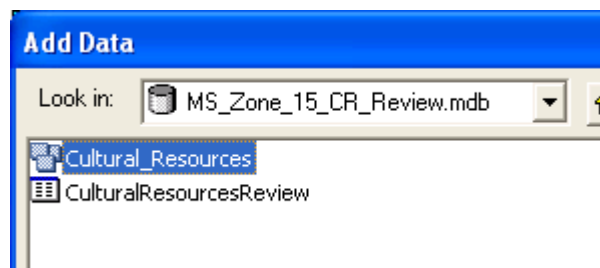


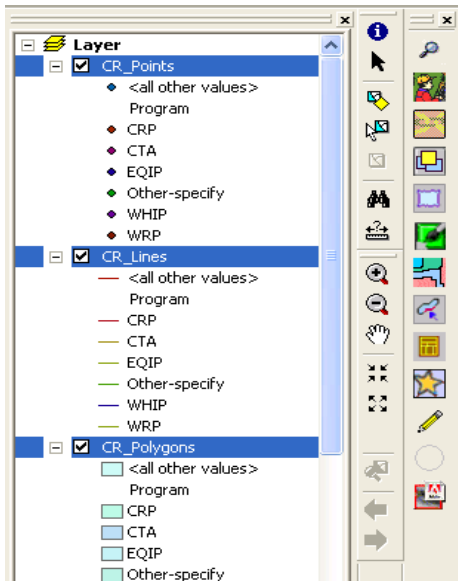
This *.mdb file can be found in
F:\geodata\project_data\nrcs\Cultural_Resources

Double Click on the Geodatabase.



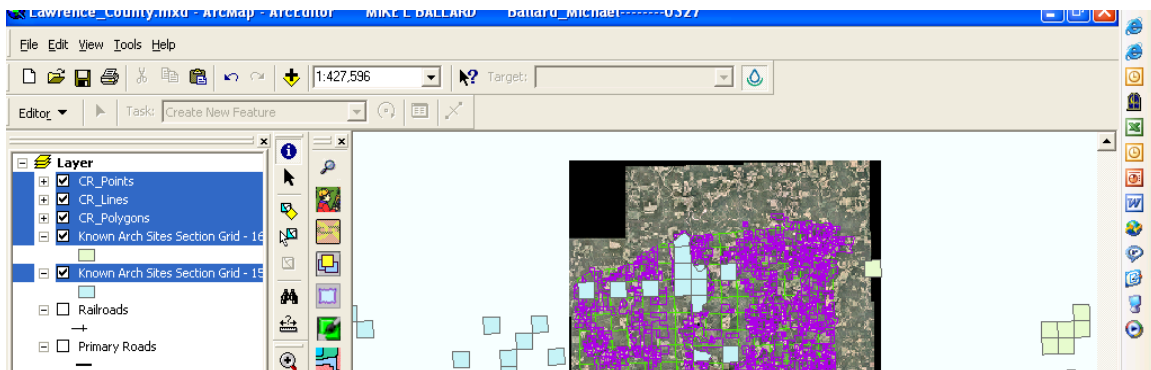
Now select the **data set** for Cultural Resources. The Data Set will contain the **feature classes** (individual shapefiles) for the personal geodatabase. Highlight as shown below.





Click **ADD**. There will be three additional map layers (*feature classes*) added to the template.

The following map layers are now added to your template. You can close them to make your Table of Contents (TOC) more manageable by clicking on the “-” sign beside each map layer, turning it into a “+” sign.



5) Your template will need to be saved. The locations where you will need to store your new template are as follows:

Save your template in the following locations by going to FILE>> SAVE AS:

1 – The customer folder you are working in:

C:\Documents and Settings\<user.name>\My Customer Files
Toolkit\<customer_name>-----0327\ArcGIS_Projects

Note: FILE>>SAVE AS defaults to the customer folder ArcGIS_Projects folder.

2 - Toolkit Templates folder (where all new customers pull the template)

FILE>> SAVE AS:

C:\Program Files\USDA\Toolkit5\Templates

3 – Put one on the server so you can paste a copy onto the other workstations in the office

FILE>> SAVE AS:

F:\Service_Center_Themes

4 - Put one in the C:\drive location of your working files

FILE>> SAVE AS:

C:\Service_Center_Themes

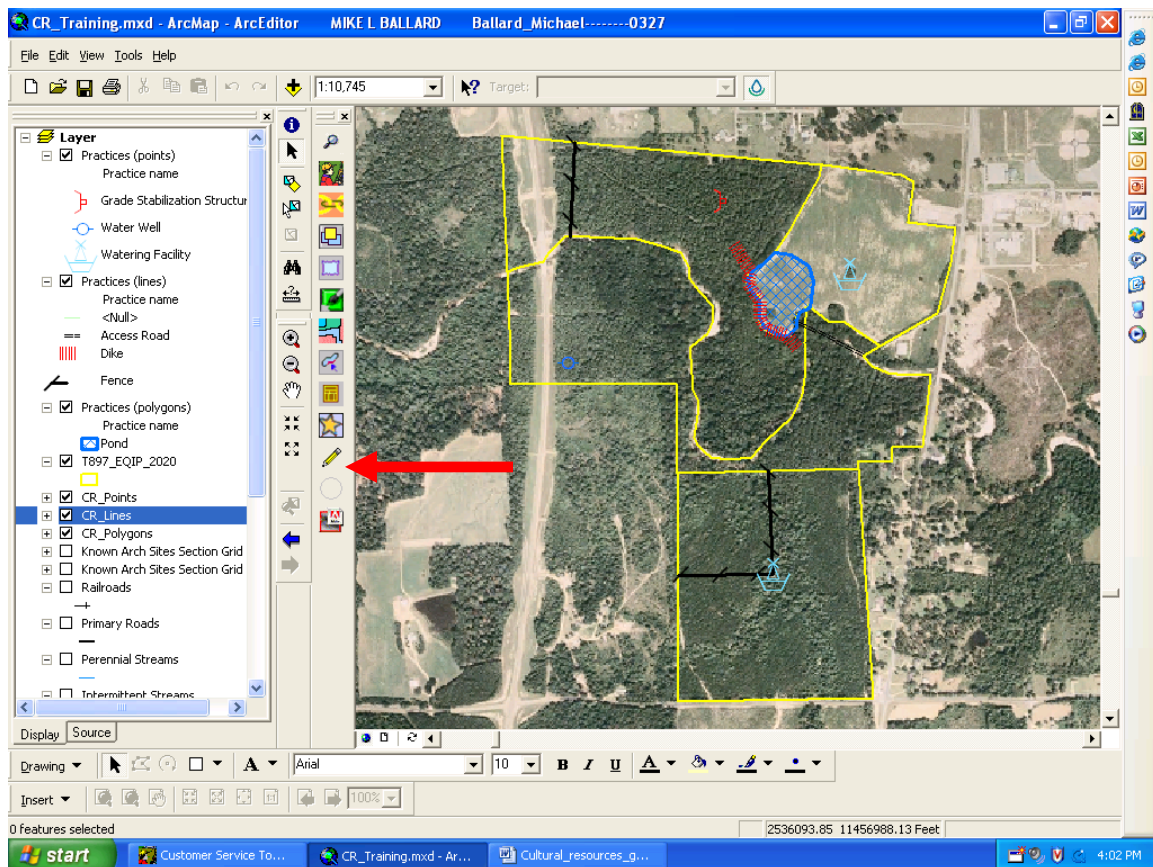
COMPLETING THE CULTURAL RESOURCES REVIEW GEODATABASE:

After you have the cultural resources data added to your county template, you are ready to complete the Cultural Resources Review Geodatabase.

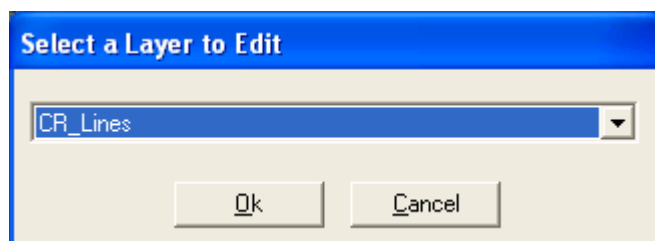
Highlight the CR layer (points, lines, or polygons) in the TOC that you want to edit.

In the example below we are using the CR_Lines layer.

1) Click on the Edit button. (or use the Editor toolbar)



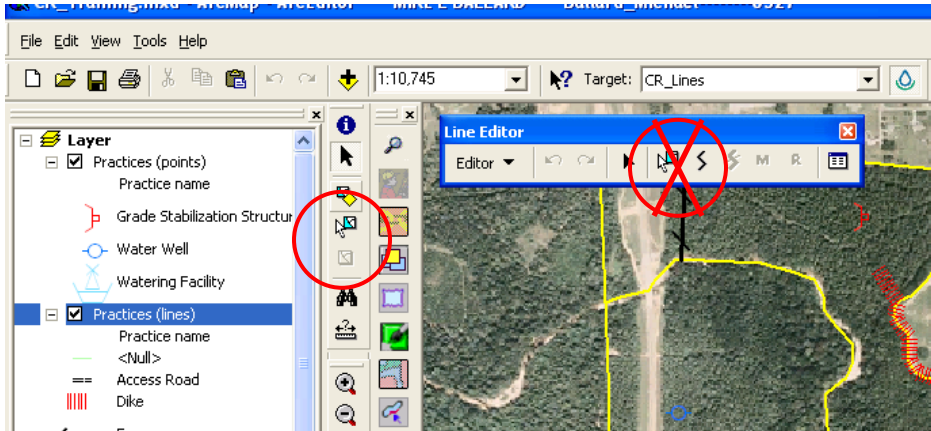
2) Select the layer you want to edit from the drop down menu.



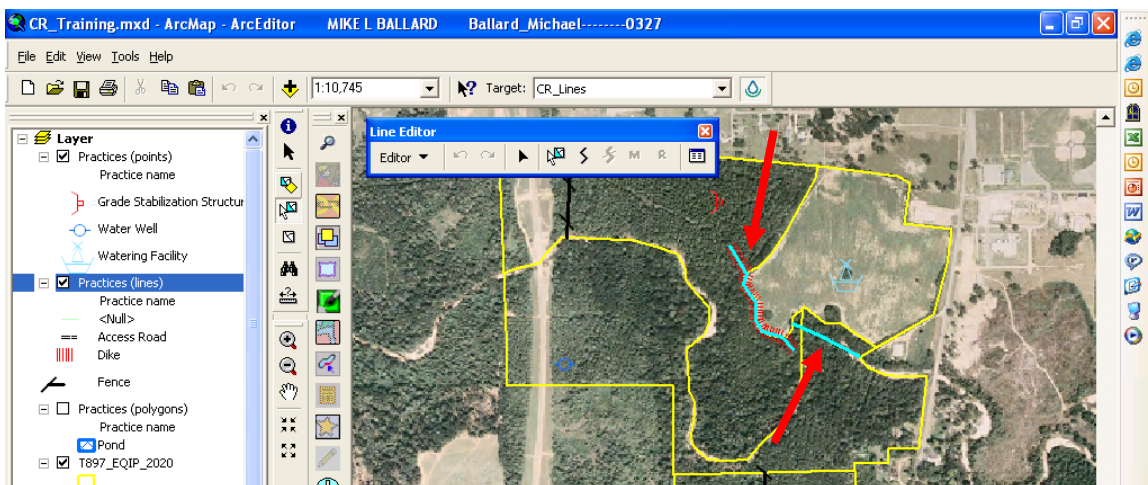
3) Editing:

A) If your conservation practices are already digitized, you can copy the features to the cultural resources layer.

Using the select features tool on the ArcGIS Toolbar – **NOT** the select feature tool on the Toolkit Editing Toolbar, select the features you want to copy.

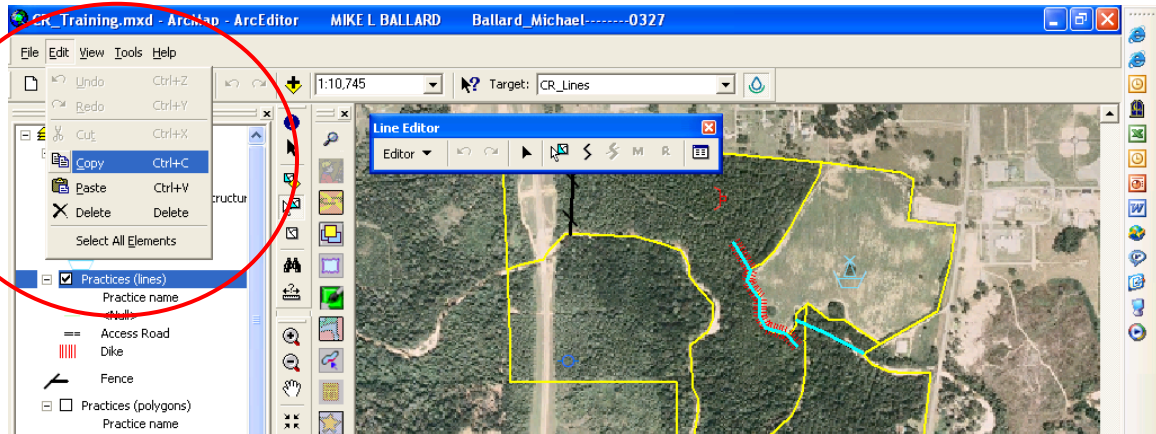


In this case, below, we have selected the Access Road and the Dike.

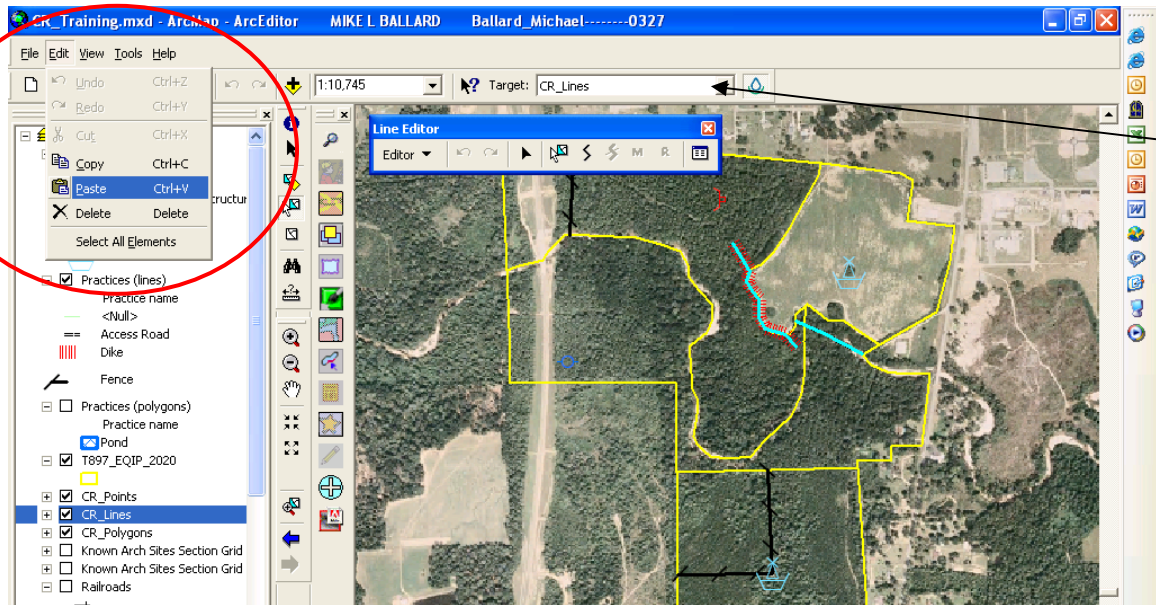


Note: To select multiple features, click on the first feature then hold down the SHIFT key and select additional features. Features must be in the same geometry as the edit layer. For example, you can not paste Points or Polygons into the Lines layer.

Go to EDIT >> COPY



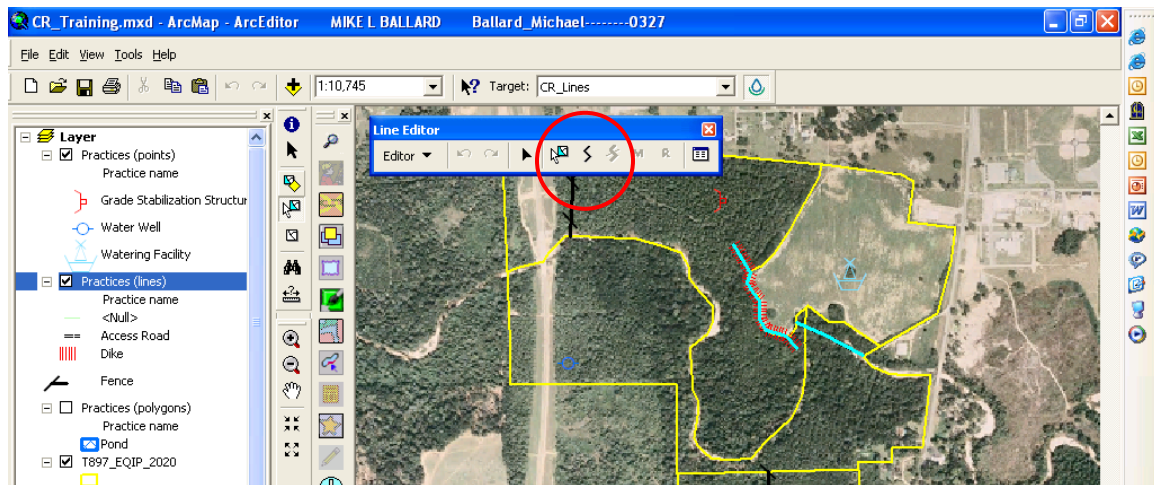
Highlight the map layer CR_lines and select EDIT>>PASTE



This will add the data from the practice lines feature into the CR database. Make sure you check the TARGET and it reads CR_Lines.

Editing:

B) If conservation practices have not been previously digitized, select the draw button on the Editor Toolbar and draw the conservation practice location.

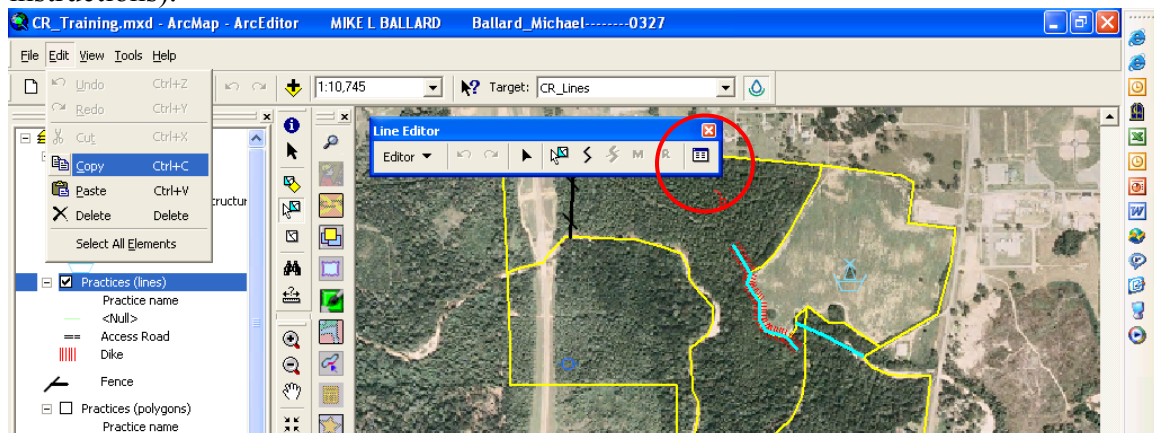


4) Attributing:

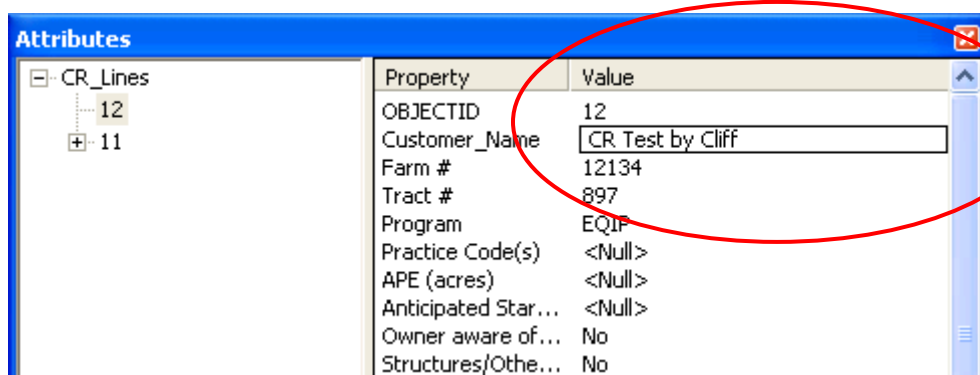
Now that the features are added to the CR geodatabase, you will need to attribute the data. See section below for definitions for each field in the cultural resource form.

With the lines still selected, select the attribute table from the Editor Toolbar, see below:

Note: This button will need to be added to the toolbar for Point Editor (see additional instructions).

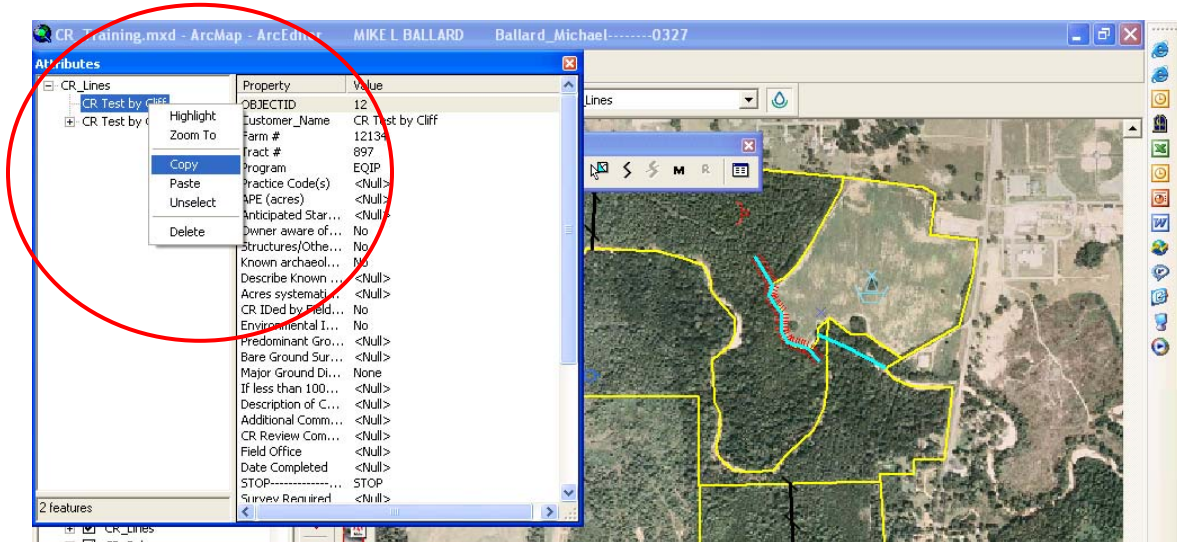


You will need to click in the area under the VALUE column to put in the attributes for the database. Some default values are already entered.

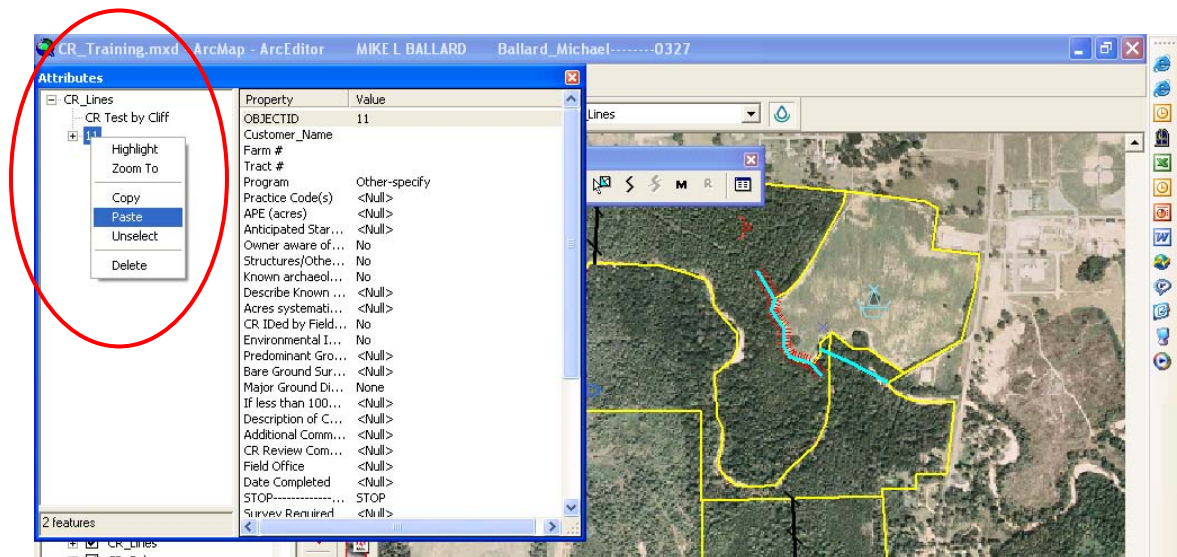


Once you have the attributes for one feature completed, these same attributes can be copied to the other features in the database.

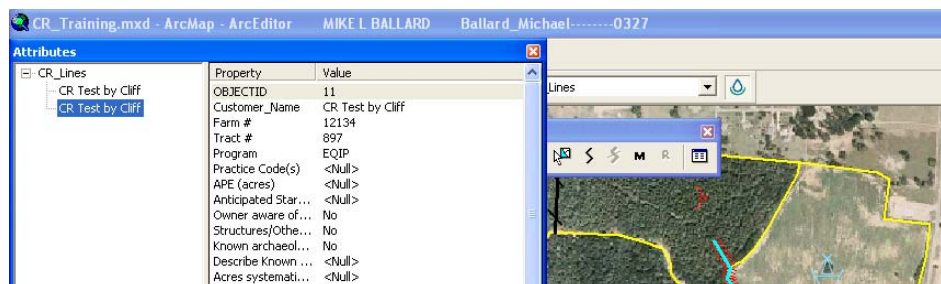
Right click on the attributed features in the Attribute dialogue (as shown below) and select COPY:



Right click on the next feature and select PASTE

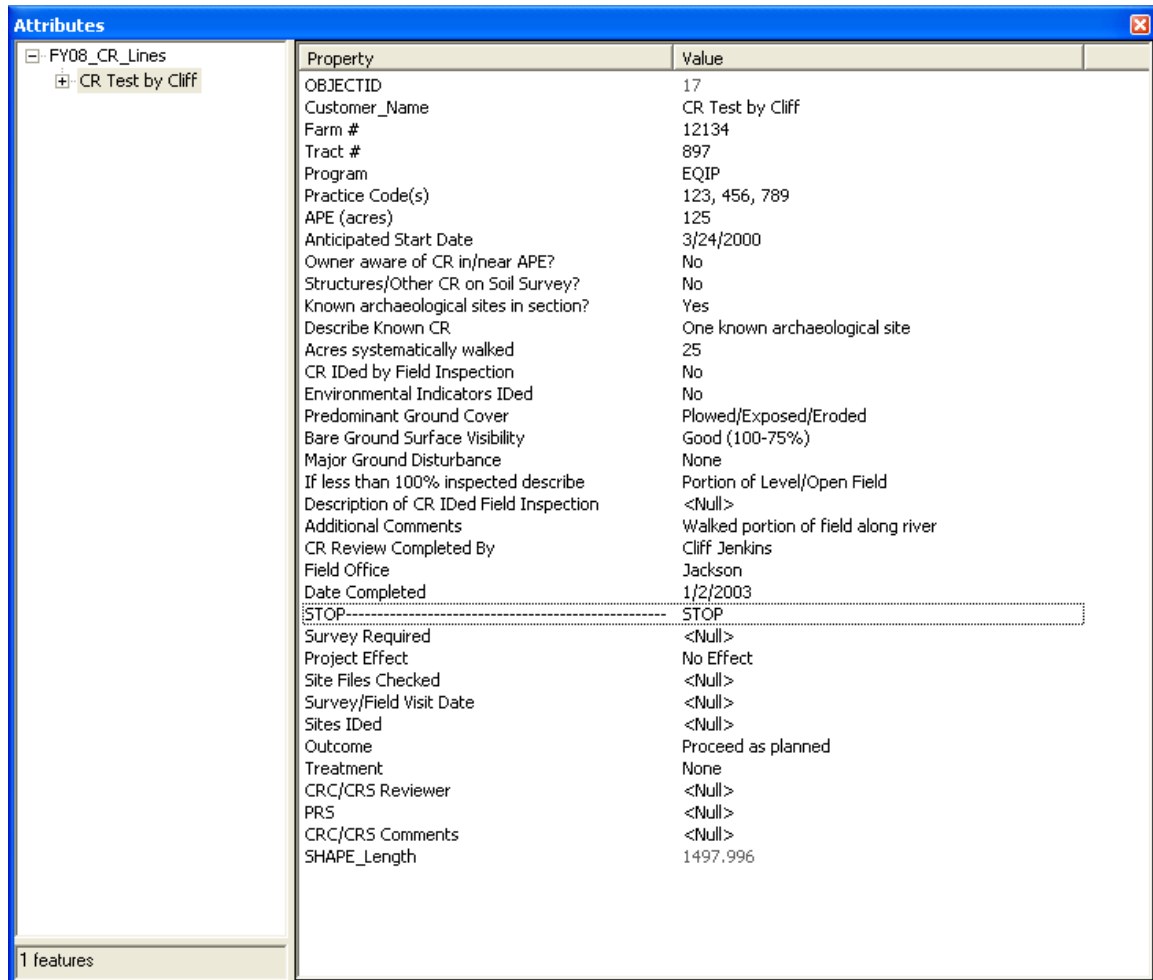


The attributes from the first feature will be copied to the next feature.



5) Printing:

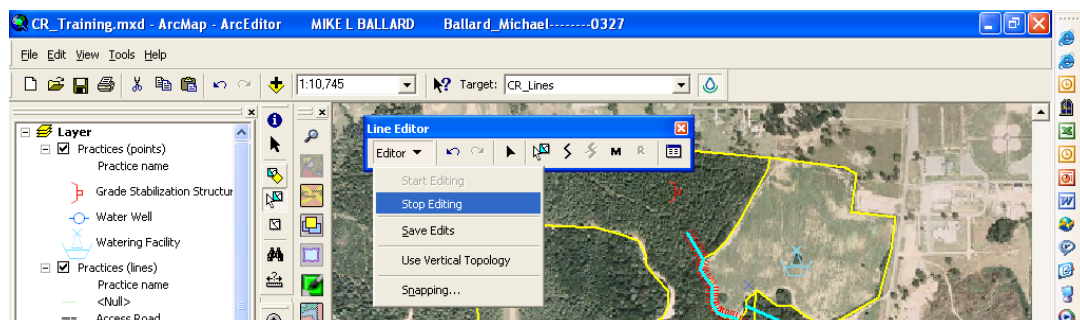
Once you have attributed the data you are ready to print. Expand the “Property” and “Value” columns so all of the data is visible. Hold down the [Alt] + [Print Scrn] keys. Open a blank Word Document and select EDIT>>PASTE. This should paste the attribute window as shown below.



Property	Value
OBJECTID	17
Customer_Name	CR Test by Cliff
Farm #	12134
Tract #	897
Program	EQIP
Practice Code(s)	123, 456, 789
APE (acres)	125
Anticipated Start Date	3/24/2000
Owner aware of CR in/near APE?	No
Structures/Other CR on Soil Survey?	No
Known archaeological sites in section?	Yes
Describe Known CR	One known archaeological site
Acres systematically walked	25
CR IDed by Field Inspection	No
Environmental Indicators IDed	No
Predominant Ground Cover	Plowed/Exposed/Eroded
Bare Ground Surface Visibility	Good (100-75%)
Major Ground Disturbance	None
If less than 100% inspected describe	Portion of Level/Open Field
Description of CR IDed Field Inspection	<Null>
Additional Comments	Walked portion of field along river
CR Review Completed By	Cliff Jenkins
Field Office	Jackson
Date Completed	1/2/2003
STOP	STOP
Survey Required	<Null>
Project Effect	No Effect
Site Files Checked	<Null>
Survey/Field Visit Date	<Null>
Sites IDed	<Null>
Outcome	Proceed as planned
Treatment	None
CRC/CRS Reviewer	<Null>
PRS	<Null>
CRC/CRS Comments	<Null>
SHAPE_Length	1497.996

After you have printed the cultural resources form you are ready to stop editing.

6) Using the Toolkit Editor Toolbar, you can now stop editing. **YES** to save your edits.



MS-CR-1 Field Definitions

Customer and project information

- **Customer Name:** Enter the name of the customer or project.
- Enter the **Farm #** and **Tract #** if applicable.
- **Program:** Enter the program from the pull down menu. [Default: EQIP]
- **Practice Code(s):** Enter all planned conservation practice codes.
Separate codes by commas if more than one practice is planned.

For example: **490, 612, 394, 655**

For a list of conservation practices and their ranking of potential effects on cultural resources, see the Effects Document on the web site and on the Farm Bill Programs Server.

- **APE (Acres):** Enter the number of acres comprising the APE (Area of Potential Effect).
The APE is the geographic area or areas where NRCS planned activities may cause changes in the character or use of cultural resources. The APE should encompass all lands that would be directly or indirectly affected by the proposed practice.
For example, the APE should cover the “footprint” of the actual conservation practice/structure, as well as all access and haul roads, borrow areas, areas where spoil will be deposited, temporary storage areas, and staging areas.
- **Anticipated Start Date:** Enter, as accurately as possible, the start date of the activity.

Background Information

Answer the three questions, **Yes/No**, and describe any cultural resources identified by informants or background information.

- **Owner aware of CR in/near the APE?**

Interview the owner/operator or others knowledgeable about the history of the area to determine if they are aware of cultural resources in or near the APE.

- **Structures/Other CR on Soil Survey?**

If cultural resources are shown on the County Soil Survey Map within the APE, list the Sheet number of the map in the description field and describe the resource.

For example: **Old Railroad grade on Sheet 18 or three structures on Sheet 28.**

If cultural resources are identified on other historical maps, or by other means, identify the source of the information in the description field.

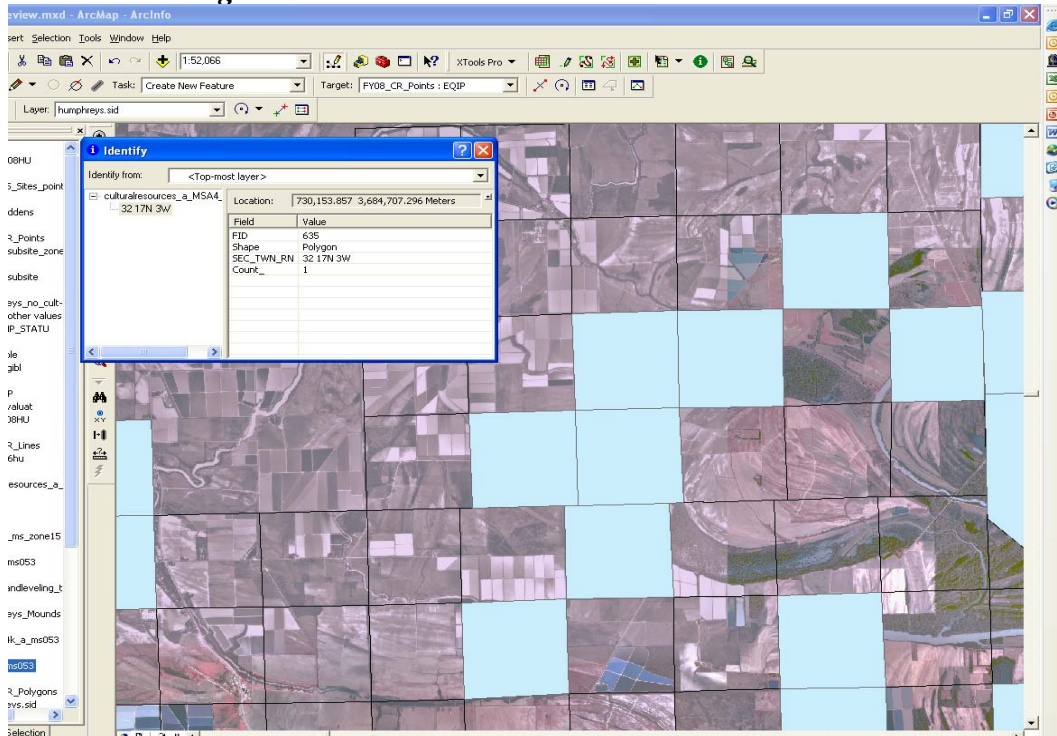
For example: **House and barn on 1952 aerial photo, Indian mound on 1967 15” quad, Civil War camp in tourist guide, old resort hotel in local newspaper article.**

- **Known archaeological sites in section?**

Consult the *Archaeological Sites Section Grid* to determine if a known archaeological site(s) is documented within the same section as the proposed practice(s). This file will be found on the server in the following location: **F:\geodata\cultural_resources**

Each section with a known archaeological site is highlighted on the grid. The attribute table shows a count for the number of known archaeological sites in the section.

State Archaeological Site File Section Grid:



• Describe known CR:

Use this section to describe any known cultural resources identified from the background information.

Field inspection information

A field Inspection should include:

- Documenting current land use
- Walking the APE to look for cultural and environmental indicators that may provide a clue to the presence of cultural resources
- Inspecting the area for artifacts if bare ground visibility is greater than 30%.

• **Acres systematically walked:** Enter the number of acres within the APE that were systematically walked and visually inspected for evidence of historic and prehistoric sites.

Answer, **Yes/No**, to the **Cultural Indicators** and **Environmental Indicators** questions.

• **CR IDed by Field Inspection:** Answer “**Yes**” to the Cultural indicators question if artifacts, features, buildings, structures or objects are located within the APE.

• **Environmental Indicators IDed:** Answer “**Yes**” to the Environmental Indicators question if certain high probability indicators are present within the APE. Keep in mind the four broad categories of environmental indicators: 1) surface water (rivers, springs, wetlands), 2) landforms (first terraces, natural levees, ridge tips), 3) soils and vegetation (well-drained soils, high fertility soils, dark soils, cultivated plants, non-native trees), 4) mineral deposits (rock outcrops, gravel bars, clay sources).

For example: If the APE includes a sandy natural levee along an old oxbow, or a large rock outcrop is located within the APE, or the APE includes a knoll in a floodplain at the confluence of two streams, or the APE is a high ridge overlooking a river, or daffodils, cedar trees and non-native plants are found in unexpected locations - answer “**Yes**” to the environmental indicator question.

- **Predominant Ground Cover:** Enter the predominant ground cover within the APE. If the APE is separated into areas of discrete ground covers (for example, 30% trees, 70% crops), enter “**Other**” and describe the conditions under the “Additional Comments” field.
- **Bare Ground Surface Visibility:** Enter “Good (100-75%), Moderate (75-30%) or Poor (30-0%)” for the percentage of bare ground surface visibility within the APE.
- **Major Ground Disturbance:** Enter the type of major ground disturbance within the APE. This should only include major land altering disturbances such as borrow pits, land leveling, grading, or severe erosional gullies. For purposes of this question, major ground disturbance does not include plowing, deep tillage or minor erosional rills.
- **If less than 100% inspected describe:** If less than 100% of the APE is systematically walked, describe the portion of the APE covered.
- **Description of CR IDed Field Inspection:** Describe any cultural resources identified during the field inspection.

Additional Comments & Reviewer section.

- **Additional Comments:** Add any additional comments related to the undertaking.
- **CR Review Completed By:** Enter the reviewer’s name.
- **Field Office:** Enter the field office location.
- **Date Completed:** Enter the date the cultural resources review form was completed.
- **STOP** – The fields below this line will be completed by the CRC or CRS.